

AMERICANS
WITH
DISABILITIES ACT

TRANSITION PLAN



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THE ADA TRANSITION PLAN OVERVIEW

The American with Disabilities Act Transition Plan is the City of Columbus commitment to providing equal access to all of its public programs, services, facilities, and activities for citizens with disabilities. To develop this plan, the City of Columbus has undertaken a comprehensive evaluation of its facilities and programs to determine what types of access barriers exist for individuals with disabilities. This plan replaces previous self-evaluation and transition plans developed by the City and its departments, and will be used to guide future planning and implementation of necessary accessibility improvements.

The American with Disabilities Act (ADA) of 1990 is a Federal Civil Rights Legislation, which mandates non-discrimination to persons with disabilities. The U.S. Congress signed the ADA in 1990, and it went into effect in 1992. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in access to jobs, public accommodations, and governmental services and programs, public transportation, and telecommunications.

Title I of the ADA prohibits local governments from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment. The City of Columbus is currently reviewing and revising the City Policy to include a section specifically to an EEO program. Currently, there is language regarding the City's prohibiting discrimination under Anti-harassment, but we want to better address our EEO program by updating our policy.

Title II of the ADA prohibits general discrimination by local governments on the basis of disability contained in Section 504 of the Rehabilitation Act of 1973. It prohibits the City from denying persons with disabilities the equal opportunity to participate in its services, programs, or activities, either directly or indirectly through contractual agreements.

It is important that the City of Columbus as a recipient of federal funding complies with all applicable federal and state laws, including those protecting persons with disabilities under Section 504 of the Rehabilitation Act of 1973.

"No otherwise qualified [disabled] individual in the United States shall, solely by reason of [disability], be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

REQUIRED INFORMATION (IN THE ADA TRANSITION PLAN)

Title II requires that all public entities with 50 or more employees perform a self-evaluation of all programs, services, facilities, and the public right-of-way, prepare a transition plan, make the transition plan available for three years, publish a notice of non-discrimination, designate an ADA Coordinator, and develop a formal complaint form and grievance procedure.

In order to accomplish this, the City of Columbus is developing a Transition Plan by conducting a self-evaluation of:

- *Its public right-of-ways to ensure accessibility by persons with disabilities;*
- *Its facilities to ensure accessibility by person with disabilities;*
- *Identifying issues of accessibility that need to be addressed;*
- *Develop a schedule for the improvement of those facilities; and*
- *Comply with ADA mandated standards for all new construction projects.*

Based on the results of the Self-evaluation, an action was created to progressively remove physical barriers to accessibility. The Action Plan is incorporated within this document. The Action Plan will outline the future steps the City of Columbus will take to get the City up to standard. The information developed through the inventory process has to be quantified and presented as a baseline so that progress can be monitored and measured.

The City of Columbus will progressively remove physical barriers to accessibility when facilities and roadways cannot

ensure access to persons with special needs. Realizing that infrastructure and structural changes will take time and money to upgrade existing facilities, the City of Columbus' Transition Plan includes provisions to include specifications on upcoming design projects, to comply with ADA requirements; giving priority to population concentrations. Additionally, the City will strive to include annual budgetary allotments to make required improvements that will eventually make the various facilities fully accessible, with emphasis given to the improvements that most impact the ability of persons with disabilities to access facilities or programs. Where access cannot be provided, alternate means to provide the same opportunities to persons with disabilities will be provided

The ADA regulations further require the Transition Plan to contain the following elements:

1. The name of the official responsible for the plan's implementation;
2. A list of physical barriers in the public entity's facilities that limit accessibility of its programs, services, or activities to individuals with disabilities (the Self-Evaluation);
3. A detail description of the methods to be utilized to remove these barriers and make the facilities accessible;
4. A Schedule for taking the necessary steps to achieve compliance with Title II;
5. A schedule for providing Curb Ramps or other Sloped Areas where pedestrian walkways cross the curb and gutter.

Responsible Official

An ADA Coordinator has been designated by the City of Columbus as the person responsible for the development and implementation of the ADA Transition Plan. The Personnel Director has been designated the ADA Coordinator. The Director of Operations and Finance is in charge of the overall compliance of the ADA. The City Engineer is responsible for all Public Right-of-ways (streets, sidewalks, intersections). The ADA Director is responsible for all Public Structures and Facilities (buildings, parks).

Grievance Procedure

The City of Columbus, Indiana Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the **City**. The City's Personnel Policy governs employment related complaints of disability discrimination.

- A. Any citizen or employee who has a complaint regarding the City's alleged non-compliance with the ADA may file a written complaint within sixty (60) days of an incident or of the receipt of information of such alleged non-compliance.
- B. That such written complaints filed by citizens shall be filed with the Human Resources Office of the City.
- C. Should accommodation(s) be necessary in filing the complaint or in any steps in this procedure, an appointment with the Head of the of Human Resources may be made along with a request of the accommodation necessary to file the complaint.
- D. The complaint shall be referred by the Office of Human Resources to the department head who is responsible for the subject of the complaint.
- E. The Office of Human Resources shall be responsible for insuring that such complaints are investigated

by the department head and that a written response is given to the complainant within thirty (30) days after such filing of said complaint.

- F. Within thirty (30) days after the receipt of the written response from the department head, the complainant may petition for review of the matter by notifying, in writing, the Board of Public Works and Safety for resolution.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than (sixty) 60 calendar days after the alleged violation to:

**Human Resources
ADA Coordinator
123 Washington Street
Columbus, IN 47201**

Within 15 calendar days after receipt of the complaint, the ADA coordinator will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, ADA Coordinator will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the **City of Columbus, Indiana**, and offer options for substantive resolution of the complaint.

If the response by ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within thirty (30) calendar days after receipt of the response to the **Board of Public Works** or its designee.

Within (thirty) 30 calendar days after receipt of the appeal, the **Board of Public Works** or its designee will meet with the complainant to discuss the complaint and possible resolutions. Within (thirty) 30 calendar days after the meeting, the **Board of Public Works** or its designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by ADA Coordinator appeals to the **Board of Public Works** or its designee, and responses from these two offices will be retained by the **City of Columbus, Indiana**, for at least three years.

Title II of the Americans with Disabilities Act City of Columbus Notification Procedure

Instructions: Sign and return original with signature to:

**ADA Coordinator
Columbus Human Resources Department
123 Washington Street
Columbus, Indiana 47201**

Please fill out this form completely. Please note that this ADA notification procedure is for facilities, services and programs owned and/or operated by the City of Columbus.

Your name (complainant):

Address:			
Contact numbers:	Home:	Work:	Mobile:
E-mail address:			
Reason for grievance/complaint, or why you feel you have been discriminated against. The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Use a separate sheet if more space is needed.			
State if you require an alternative form for any written follow-up communications: Would like an in- person meeting for follow-up, because it is difficult to email back and forth			
Your signature:			Date:

If you have questions about this form, need an accommodation, or a different format, please contact the Human Resources office at (812) 376-2570 or send an email to hr@cityofcolumbus.org. Please allow us 30 business days to investigate and respond to your complaint

Physical Barriers - The Complete List / Inventory

The purpose of the self-evaluation for the City of Columbus was to identify all the physical barriers that exist currently in the city in order to create a schedule and priority list for removing the barriers. The second purpose was creating a record of our areas that were compliant. Therefore, if the ADA rules were to change we can be abreast of what areas would become barriers and non-compliant based on new laws.

Prioritization of Physical Barriers

The City of Columbus has the responsibility of identifying barriers and implementing a corrective program. Due to limited funding, the City of Columbus has prioritized upgrading of those existing facilities and street improvements based on the City of Columbus' most utilized and in greatest need of repair and improvements.

Targeted Barrier Removal Projects

The City of Columbus through its Personnel is responsible for the City of Columbus' Transition Plan. The City Engineer is responsible for the public right-of-ways. Most of the problems within the right-of-ways concern physical barriers that cannot be addressed through other options such as Policy Changes or alternative methods. Therefore, the public right-of-ways can only be made accessible through a realistic and fundable strategy for curb and gutter modifications, wheelchair ramp construction and some sidewalk modifications.

Undue Burden and Funding Availability

According to the ADA, the City does not have to take any action that it can demonstrate would result in a fundamental alteration in the nature of a program or activity, would create a hazardous condition for other people, or would represent an undue financial and administrative burden. This determination can only be made by the ADA Coordinator, department head, or designee and must be accompanied by a statement citing the reasons for reaching that conclusion.

The determination that an undue financial burden would result must be based on an evaluation of all resources available

for use in a program. For example, if a barrier removal action is judged unduly burdensome, the City must consider other options for providing access that would ensure that individuals with disabilities receive the benefits and services of the program and activity.

Upon funding availability, the City of Columbus will continue to implement a barrier removal program within the right-of-way and facilities. Accessibility improvements that can be made through general maintenance of City facilities (e.g. signage, clear pathways, relocation of restroom fixtures, etc.), or as part of the regular administrative duties of department staff (e.g. providing documents in alternate forms, training, website improvements, etc.) will typically be completed first; with larger capital improvements projects being completed when necessary funding is available,

Standards currently implemented by the City of Columbus, when undergoing new or improvement road projects, adhere to those ADA laws and published under the Indiana Department of Transportation (INDOT) Standard Drawings for Pedestrian Access Details for Curb Ramps, Median Curb Details, Pedestrian Islands, Driveways and Driveway Aprons, Stairway and Handrail requirements, Accessible Parking, all aided by a Detectable Warning Surface where applicable. The program is based on the inventory conducted by the City of Columbus and it constitutes the Transition Plan of accessibility and upgrades.

Public Notice

This current update will be posted on the City's Website and will also be made available in the Personnel and Clerk-Treasurer Department. Key stakeholder groups and general public were personally invited to review and provide input at two public meetings/ comment sessions. The Public will continue to be able to make comments about the ADA Transition Plan for the next three years.

The City will update the plan and its associated improvement project lists once per year to reflect completed improvement projects, or additions or changes suggested by the public, as appropriate.

The City of Columbus provided two public meetings for the public to express concerns and comments regarding the ADA Transition Plan. The dates were November 7, 2012 and December 6th from 4:00 PM to 6:00 PM.

The City of Columbus provided for the public, the proposed ADA Transition plan on the City's Website, in the city offices: Clerk-Treasurer and Personnel. They were also available at the Public Hearings. The hearings were fully accessible.

PROGRAMS, SERVICES, AND ACTIVITIES SELF-EVALUATION: FINDINGS

In 2012, the City surveyed all its departments to learn how they communicate with the public and what tools and techniques they use to ensure that people with disabilities have equal access to programs, services and activities. Many City departments felt that they currently provided full and equal access to all its services, programs, and activities for people with disabilities. However, the responses to specific questions indicated a need for some improvements.

Overview of Accessibility: There are a number of City Departments that have received ADA training, or encountered interactions with persons with disabilities. Each department that encountered persons with disabilities was able to fully accommodate the individuals, and provides the services needed. The City of Columbus has made great strides in creating an environment that accessible and friendly to persons with disabilities; the City has found areas for improvements. *One general and overreaching recommendation, is the Personnel Department and/the Human Rights Commission conduct a yearly training of at least one employee from all departments to ensure each department is fully aware its ADA responsibilities.* The City will also provide all employees with annual reminders about the ADA requirements with links to instructional information, and any information to any changes to the ADA law.

The following is a summary of the citywide improvements that are recommended in this transition plan.

Customer Service (Interaction with Departments)

1. Telephone

- a. The City of Columbus provides at least one TTY text telephone. In the survey, there is at least one department that has used the TTY text telephone within the past year to assist a customer, and we have not received any complaints regarding communication with the City of Columbus.

b. Recommendations: None

2. Walk-In Service

- a. At most of the City of Columbus buildings, where the public is assisted, there are clear pathways, clear of temporary or permanent barriers such as tables, chairs, coat, racks, etc. However, there are a few places, that could improve their pathways in order to better assist persons with disabilities

b. Recommendations:

- i. **There are a couple of facilities that will need to improve their walk in service to the public provide signage to better assist persons with disabilities.**

Public Meetings, Hearings, & Events

1. The City provides public meetings, hearings, or other events that are open and accessible to all citizens, regardless of disability.
2. All departments that host public meetings, hearing, or other public events, provide accommodations to people with disabilities.
3. Items in Progress:
 - a. The City is currently working on providing video for all City Meetings, to assist the general public, but also to provide the meetings, for persons with disabilities who are unable to get to the meetings.
 - b. The Parks and Recreation departments are currently working on a new system to better provide accessibility at events, especially outdoor events, based on a complaint received through our grievance procedure. The City wants to ensure that there are clear, accessible pathways at outdoor events, acceptable line of sight during events, and areas are sectioned off for persons with disabilities.
- c. Recommendations:**
 - i. **Provide wheelchair seating in Council Chambers**
 - ii. **Have a sign outside of Council chambers indicating there is reserved handicapped seating inside**
 - iii. **Provide a single wheelchair space with signage**

Printed Materials

1. The City provides a variety of informational and promotional materials for public use, including forms, brochures, fact sheets, reports, plans, proposals, agendas, ordinances, and resolutions
- 2. Recommendations:**
 - a. **All departments must be able to provide documents and other printed materials in alternate forms, as requested. This includes Braille, audio recordings, enlarged print and computer disks at no charge to the individual making the request.**

- b. Instructions about how to provide these alternate formats should be provided to all employees, with reminders sent out once a year**

Website

1. In 2011, the City of Columbus completed a redesign of their website
2. 3 employees from 3 different departments within City Hall, received training regarding providing accessible documents for the City's website
3. **Recommendations:**
 - a. Continue to improve accessibility through the City's website**

Contracting and Purchasing

1. The City currently uses requirements that do not discriminate based on disability when selecting contractors, consultants or vendors for City Projects, or services.

CITY-OWNED FACILITIES, PARKS, AND PUBLIC RIGHT OF WAYS SELF-EVALUATION: FINDINGS

The City of Columbus owns and either operates or leases a number of municipal and utility buildings, public streets, parking lots, community centers, parks, trails, sports fields, and lease properties. Some of these properties are not open for public use or not house public services or programs, but many do.

The City has conducted a variety of site visits, surveys, and inventories of its facilities, sidewalks, curb ramps, and parks starting after the ADA became law in 1992. This is an update to the original site visits, surveys, and inventories. Today, the majority of the City's public facilities are ADA compliant and it continues to make progress on installing curb cuts and sidewalks along its roadways, and providing increased access to its indoor and outdoor parks and recreation facilities. The following is a summary of the currently identified accessibility improvement priorities and needs.

City of Columbus Facilities, Building, and Parks	
Airport	4770 Ray Boll Blvd
Animal Control	2730 Arnold Street
Chapman T. Blackwell III Park	Parkside Road
City Garage	2550 Kreutzer
City Hall	123 Washington St.
Clifty Park	Indiana & Marr
Columbus Child Care Center	715 McClure Rd.
Columbus Learning Center	4555 Central Avenue
The Commons	300 Washington Street
Donner Building and Park	22nd & Sycamore
Eastside Community Center	421 McClure St.
Fire Station 1	1101 Jackson
Fire Station 3	80 S. Gladstone
Fire Station 4	4730 25th Street
Fire Station 5	100 Goeller Ct.
Fire Station 6	1900 W. 450 S.
Fire Station 2	2376 Arnold Street
Foundation For Youth	400 N. Cherry Street
Greenbelt Golf Course-Clubhouse	1120 N. Gladstone
Hamilton Center	25th & Lincoln
Harrison Ridge Park	Tipton Lakes Blvd
Jackson Street Parking Garage	Corner of 4th Street & Jackson Street
Lincoln Park	25th and Lincoln
McCullough's Run Park	Regency Drive
Mead Village Park	Locust & Western
Mill Race Center	900 Lindsey Street
Mill Race Park	5th & Lindsey Street
Mill Race Tower & Amphitheater	5th & Lindsey Street
Morningside Park	McClure & Parkway Dr.
Ninth Street Park	Ninth Street
Noblitt Park	West End of 17th Street
Oakbrook Park	Goeller Blvd
Par 3 Golf Course	4380 Fairlawn
Parks Operation Maintenance	330 11th Street
Pence Street Park	Pence Street
Police Station	123 Washington Street
Senior Center	148 Lindsey Street
Transit Center	900 Lindsey Street
Utilities	1111 McClure Road
Volunteers in Medicine	836 Jackson Street

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PUBLIC STREETS

Standards

Please note that this assessment of ADA compliance for public streets in Columbus is based on the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) published by the United States Access Board. The PROWAG document has not been adopted or approved. PROWAG is recognized as a best practice and has been recommended for use by the Federal Highway Administration (FHWA). Compliance or non-compliance as noted herein, is in reference to PROWAG, assuming it is the standard by which we should be measured. The City of Columbus does not endorse or dispute the validity of PROWAG.

Background

The City of Columbus has over 257 miles of public streets, over 1300 public street intersections (excluding INDOT mileage and intersections), and 37 signalized intersections. It has been and continues to be a priority for the City to improve accessibility for pedestrians through the expansion of an accessible sidewalk network. The City has implemented several programs and policies, and developed funding mechanisms to address the tremendous system needs for accessibility, including:

- Ensuring all transportation capital projects consider and/or provide pedestrian access and meet the current ADA design standards and guidelines.
- Completing updates of the street standards to address ADA guidelines Access Board and to better incorporate pedestrian facilities.
- Providing funding in all pavement management overlay projects for constructing new and/or replacing non-compliant existing curb ramps.
- Requiring that all new developments and site expansions or improvements include accessible facilities in the public rights-of-way.
- Creating an on-going cost share program for replacing deteriorated and non-compliant sidewalks.

CURB RAMPS

Curb Ramp Data Collection

The City has recently completed an inventory of curb ramps and traffic signals for all streets in the city limits. City staff visited each intersection and determined whether there were any existing curb ramps, and whether existing curb ramps met ADA standards, including slope, lip, ramp width and landing area. This data allowed the City to create a list of missing curb ramps and a list identifying what elements of existing curb ramps were out of compliance. The final results showed:

- The city has a total of 2742 existing curb ramps.
- 359 curb ramps are non-standard.
- 2049 curb ramps have standard slopes, but are non-compliant in other ways.
- 334 curb ramps are fully compliant.
- Approximately half of the city's intersections do not have any sidewalks.

Curb Ramp Scope of the Issue

With over 2700 curb ramps in the City, there are few locations where curb ramps are needed and/or required, but they do not exist. The City has over 2000 curb ramps that were constructed to old standards. These ramps are generally usable. The estimated cost to upgrading all curb existing ramps \$2.5 million.

Curb Ramp Project Prioritization

Generally, the City's primary focus is to install ADA compliant curb ramps at all intersections whenever any improvements are constructed on a given street. Additionally, the following criteria are used to help prioritize projects:

1. Locations where street improvements or repaving is taking place.
2. Locations requested by the public.
3. Locations in the Commercial Downtown (CD) and Commercial Neighborhood (CN) zoning districts.
These districts, defined as intensely developed and pedestrian oriented areas of the city, are also the areas where government offices and places of public accommodation are generally found.
4. Locations near public transit routes and stops.
5. Proximity to government facilities, hospitals, parks, and schools.
6. Proximity to medical facilities.
7. All public street intersections in the City.

Curb Ramp Funding

The City does not budget funding directly to curb ramps. The costs of curb ramps are included in each construction or maintenance project. The City does typically budget \$60,000 each year for our sidewalk program, WalkWorks. Any funds remaining in the sidewalk program budget at the end of the year are typically spent on curb ramps or other accessible sidewalks.

The City also continually looks for and has successfully obtained additional funding for these projects from other sources, including grants from local, state, and federal programs,

Curb Ramp Past Performance

The City of Columbus has incorporated ADA compliance into street repaving and construction contracts on order to maximize our effective compliance. The following table shows the amount of ADA compliant new sidewalks and the number of curb ramps installed each year since 1995.

<u>Year</u>	<u>Feet of Sidewalk</u>	<u>Ramps</u>
1995	5868	32
1996	4613	50
1997	4506	93
1998	3961	152
1999	2030	51
2000	1400	82
2001	2202	147
2002	1960	137
2003	2715	86
2004	3050	109
2005	6578	31
2006	13979	43
2007	5290	34
2008	7760	11
2009	4462	11
2010	10963	33

<u>2011</u>	<u>44460</u>	<u>123</u>
Totals	125,797	1225

By incorporating ADA compliance into all projects, the City is able to utilize and leverage many different funding sources in order to achieve full compliance earlier than would otherwise be possible.

TRAFFIC SIGNALS

Traffic Signal Data Collection

The City of Columbus has 37 signalized intersections (not counting the 14 controlled by INDOT). 17 of the City traffic signals have pedestrian signals and/or pedestrian pushbuttons. One intersection was equipped with accessible pedestrian signal (APS) equipment in 2012. All other pedestrian signals in the City are non-compliant.

Traffic Signal Scope of the Issue

With 37 signalized intersections at a cost of approximately \$100,000 per intersection, our total investment is \$3.7 million. The estimated cost to upgrade all pedestrian signals to APS standards is \$102,000.

Traffic Signal Prioritization

Generally, the City's primary focus is to install ADA compliant pedestrian signals at all signalized intersections whenever any signal improvements are constructed at a given intersection. Additionally, the following criteria are used to help prioritize projects:

1. Locations where signal improvements are taking place.
2. Locations requested by the public.
3. Locations in the Commercial Downtown (CD) and Commercial Neighborhood (CN) zoning districts.
These districts, defined as intensely developed and pedestrian oriented areas of the city, are also the areas where government offices and places of public accommodation are generally found.
4. Locations near public transit routes and stops.
5. Proximity to government facilities, hospitals, parks, and schools.
6. Proximity to medical facilities.
7. All signalized intersections in the City.

Traffic Signal Funding

The total estimated cost to make all of the traffic signal improvements is \$102,000. This estimated cost does not include other related upgrades, such as controller upgrades, vehicular signal head replacements, detector replacements, or installation of accessible curb ramps.

The City allocates \$100,000 each year for traffic signal improvements and completes as many projects as possible with this funding, based on the ranking of the priority list.

The City also continually looks for and has successfully obtained additional funding for these projects from other sources, including grants from local, state, and federal programs.

Traffic Signal Past Performance

The City purchased and installed accessible pedestrian signal (APS) equipment for one intersection in 2012. The City has been evaluating the performance and public acceptance of this equipment prior to installing it at more locations. All evaluations have been positive up to this point.

The City has required all pedestrian pushbuttons to meet ADA requirements.

APPENDIX A: SURVEY OF PROGRAMS, SERVICES, AND ACTIVITIES.

On August 29th, 2012, a memo was sent out to all of the City Departments to evaluate the current employment policies and procedures that we provide to our citizens. Based on the responses, we were able to gauge the discrepancies

PROJECT MEMORANDUM

Date: August 29, 2012
To: ALL Department Heads
From: Jeff Logston, Interim ADA Coordinator
Project: ADA Self-Evaluation and Transition Plan
Subject: City Department Policies and Procedures

As we complete our evaluation of the architectural barriers, we need to move into the less tangible part of the evaluation, which are the policies and procedures that are in place. To allow us to determine what policies and procedures, if any, are in place with ALL city departments. Please review the questions set forth below and, provide the appropriate information. If there is nothing additional in place or the answer is “none”, please state so.

1. Provide a list of any training related to the Americans with Disabilities Act that have been attended by any department head or their staff. This would include conferences, seminars, webinars, etc. Include the staff person that attended, who provided the training, date, etc.
2. Provide a list of all services that each department provides to the public. I realize this list can be quite extensive but we need to know how the department interacts and/or communicates with the public.
3. A list of any policies or documents that exist within your department related to dealing with and interacting with individuals with disabilities. This would include policy manuals, memos, legal directives, statements on agendas or other written documents, etc. This response would not include the policies and procedures that are City wide, but just those that apply to your department.
4. Have you reviewed your employment practices, i.e. job descriptions, work assignments or work areas, to make sure that they do not limit, segregate or classify job applicants or employees in ways that adversely affect their opportunities or status because of the disability of the applicant or employee?
5. Who would be the person responsible for ADA compliance in your department? (If applicable) Please list the name and contact information as I will very likely be contacting them to discuss their responses and/or set up a short meeting with them.
6. If your department has interacted and accommodated anyone from the public with a disability, please provide information about the specifics of how you accommodated them to provide them with what they needed from your department.
7. Please list any suggestions you would have for your department to provide better service to persons with disabilities.

Responses can be in the form of an e-mail or memo but please include information for each person from your department that is involved with any of the above questions. If you have any questions or need clarification, please feel free to contact Jeffrey Logston, x527 or Frances Jordan, x532.

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APPENDIX B - – CITY FACILITIES AND BUILDINGS

INCLUDES THE SELF-EVALUATION FORM AND SELF-EVALUATION RESULTS

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APPENDIX C – PARKS

PENDING - WILL BE AVAILABLE BY THE SECOND PUBLIC COMMENT SESSION

INCLUDES SELF-EVALUATION RESULTS

REFER TO SELF-EVALUATION FORM FROM APPENDIX B

APPENDIX D – THE PUBLIC RIGHT OF WAY

CURB RAMP INVENTORY – PENDING - WILL BE AVAILABLE BY THE SECOND PUBLIC COMMENT SESSION

APPENDIX D - TRAFFIC SIGNAL ADA SURVEY

<u>Main</u>	<u>Cross</u>	<u>Ped. Signals</u>	<u>Ped PB's</u>	<u>APS</u>
450S	Old Lane	0	0	
Washington	4th	8	0	0
	5th	8	0	0
	7th	0	0	
	11th	4	4	0
	16th	0	0	
	25th	0	0	
25th St.	Home	8	0	0
	Maple	8	0	0
	Central	0	0	
	Haw Creek Ave.	4	4	0
	Herman Darlage	8	8	0
	Beam Rd.	0	0	
	Marr Rd.	0	0	
	Taylor	0	0	
	Flintwood	0	0	
Central	Cummins	0	0	
	7th	2	2	0
	8th	0	0	
	10th	0	0	
	17th	0	0	
	22nd	0	0	
	27th	0	0	
	Rocky Ford	8	8	0
Rocky Ford	Middle	0	0	
17th	Haw Creek Ave.	6	6	0
	Gladstone	8	8	0
	McClure	4	4	0
Taylor	Waycross	6	6	0
10th	Gladstone	0	0	

	McClure	0	0	
	Marr Rd.	0	0	
Lindsey	8th	4	4	0
Brown	8th	8	8	0
	5th	8	8	8
	2nd	8	8	0
Franklin	4th	0	0	
Totals		110	78	8
APS Needed				102
Cost per APS				\$ 1,000
Total Cost				\$ 102,000